



CITY OF SAN ANTONIO

DEVELOPMENT SERVICES DEPARTMENT

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 101**
Residential Checklist for One-and Two- Family Dwelling Plans

DATE: October 5, 2005

The Development Services Department (DSD) requires building plans to be reviewed for all building permits application for one- and two dwellings. The City of San Antonio will conduct a review for compliance to the 2000 International Residential Code with city local amendments and the Unified Development Code (example: tree ordinance, drainage requirements, zoning, etc.). DSD will not conduct a review for any other code.

I. A permit submitted by the applicant must comply with all requirements under each applicable code and shall contain the following:

- A completed application for a building permit signed and dated.
- A completed notarized tree application/affidavit and any additional information required under the tree application/affidavit.
- Two identical sets of construction documents, drawn to scale. All drawings shall be stamped, sealed and signed in accordance with the State of Texas Architect's and/or Engineer's Practice Act, when necessary. At a minimum, all submittal packages/drawings shall include:

A. A site plan that matches the recorded platted lot. The site plans shall include: Legal description, address, buildings on site, property lines, easements, sidewalks, approaches, curbs, fences, gates, parking, concrete work, and setbacks.

NOTES: (1) Encroachments below, on or above platted easements will not be allowed unless written authorization has been received from all utility companies therein or a note is provided on the recorded plat. If the note is not provided on the recorded plat, then provide copy of authorization letters with application for permit. (2) The construction of concrete approaches, sidewalk and curb is required for all plans unless a variance has been granted by the Planning Commission.

B. Foundation plan (Post tension construction, must be engineered).

C. Floor Plan(s)

D. Wall and floor/ceiling/roof sections and details

E. Exterior elevations

F. Window and door schedule or details

- 2000 Energy Conservation Code compliance report, such as the RESCheck from the Department of Energy, for the building envelope and building mechanical. The reports must indicate the specific glazing U-factors, insulation R factors, mechanical SEER values and the reports shall indicate if the project complies and the report must be signed and dated.
- A termite treatment compliance letter.
- An insulation letter of compliance.
- The Tax Increment Financing/Universal Design Letter.
- Submit an additional copy of the Site Plan, Tree Preservation, and the completed Tree Affidavit.

Should you wish to exercise the optional Review/Certification of One- and Two-Dwelling Plans, please see **INFORMATION BULLETIN 100**, dated October 5, 2005.

II. One- and two-family dwellings are required to comply with the following codes:
<http://www.sanantonio.gov/dsd/library/CodesAmendments.asp>

- 2000 International Residential Code with local City Amendments
- Unified Development Code
- 2003 Uniform Mechanical Code with local city amendments
- 2002 National Electrical Code
- City Code Chapter 10 (Electrical)
- 2003 Uniform Plumbing Code with local city amendments
- 2000 International Energy Conservation Code

If you have any questions on this process, please contact the Plans Review Division or the Plans Review Managers at **(210) 207-8394**.